

LANCASTER COUNTY  
JUVENILE MENTAL HEALTH ADMINISTRATOR

NATURE OF WORK

This is responsible management and administrative work planning, developing and coordinating a wraparound program.

Work involves planning, developing and implementing detailed programs to effectively implement grant requirements for establishing a system of care for emotionally disturbed children in or at risk of involvement in the juvenile justice system; developing goals and objectives to meet grant and community intervention expectations; and evaluating and monitoring program effectiveness. An employee within this classification exercises considerable discretion and judgment in the performance of their work responsibilities. Supervision is received from the Lancaster County Board of Commissioners with work reviewed in the form of reports, conferences and overall program effectiveness and results achieved.

EXAMPLES OF WORK PERFORMED

Coordinate and maintain efforts to achieve the development of a community system of care; develop goals and objectives to meet grant and community intervention recommendations and expectations.

Develop, implement and revise system policies and procedures; evaluate and monitor program effectiveness; facilitate meetings with collaborative grant partners in order to achieve grant goals.

Develop and monitor agency budgets; approve and track grant funds and expenditures; complete required budgetary documentation and reports.

Direct the recruitment, selection, evaluation and discipline of agency employees; plan, organize and supervise the work of subordinate staff; plan, develop, coordinate and implement agency programs which maintain a progressive approach to the care of youth with the community.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the sociological, behavioral and cultural factors influencing the needs of emotionally disturbed children.

Thorough knowledge of mental health principles, current practices in assessment and methods of treatment pertaining to the delivery of mental health services to clients.

Thorough knowledge of juvenile justice agencies and the services available.

Considerable knowledge of grant administration and program development.

Ability to communicate effectively both orally and in writing including delivering oral presentations and written reports.

Ability to make professional and administrative decisions within the framework of grant parameters, county rules and policies.

Ability to establish and maintain effective working relationships with governmental officials, community leaders, representatives from human service, mental health and juvenile justice systems and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in social work, psychology, education or related field supplemented by a Master's Degree in social work or other appropriate field plus experience in program development and management within the mental health field.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, organizational development, social work, psychology, education or related field supplemented by a Master's Degree in social work or other appropriate field plus considerable experience in the provision of mental health services or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
County Board Chair

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Personnel Director

11/2005